
UNITED STATES DISTRICT COURT

Northern District of Illinois - Chicago, Illinois

NOTICE OF POSITION VACANCY

J.A. No. 2010-04
Vacancies: One
Position Title: Records/Reproduction Clerk
Grade Range: CL 21-01 to CL 22-61
Salary Range: \$21,857 to \$44,629
Closing Date: January 26, 2010



Date: January 19, 2010
U.S. District Court
Human Resources Office, Room 1574
219 South Dearborn Street
Chicago, Illinois 60604
www.ilnd.uscourts.gov

POSITION OVERVIEW

The position of Records/Reproduction Clerk is located in the Office of the Clerk of Court. This full-time position reports to a Supervisor in Operations. The duties include auditing internal documents and ensuring necessary follow-up; sorting, classifying, photocopying, scanning, filing, and maintaining court documents; picking up and delivering mail, data entry, typing business formatted letter, assisting the customers at the public counter, by telephone, email and fax by answering case related inquiries in a customer friendly manner, coordinating incoming documents and channeling to proper destinations, issuing all civil processes, verifying judgments, ensuring all filings and motions conform to federal and local rules of practice, verifying that attorneys are admitted to practice before the court. The Records/Reproduction Clerk must monitor access to court records to maintain and protect documents. Prepare documents for shipping to the Federal Records Center and coordinate retrieval of documents for the court. Interface with the public and other court employees in providing files or copies of court documents as requested and assist walk in customers. The duties of this position may be repetitive in nature. The successful candidate must be self-motivated and be able to work independently with minimal supervision.

QUALIFICATIONS

General knowledge of business filing systems is required. Office skills such as filing, record keeping, sorting, distributing mail, photocopying, experience with personal computers and software applications are required. Excellent customer service and verbal communication skills are required. A general knowledge of federal criminal and civil procedural rules is desirable. A general knowledge of the purpose and content of the documents filed in the court, ability to determine the sequence of their use, their content, and the rules of acceptability is desirable. The ability to lift boxes in excess of 40 pounds is a regular function of the position. Typing of 25 wpm is required. The successful candidate must have strong clerical and organizational skills and the ability to manage priorities in a manner that maximizes productivity.

COMPENSATION

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate. To qualify at a CL 21, applicants must have a high school diploma or equivalent. To qualify at CL 22, applicants must have a high school diploma or equivalent and have one year of general experience. General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

NOTICE TO APPLICANTS

The successful candidate will be required to satisfactorily complete a criminal background and fingerprint check as a condition of employment. Job announcements and employment applications may be obtained by visiting the court's website at www.ilnd.uscourts.gov/home/clerksoffice/hr/Job-Opportunities.aspx. The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for employees. The Court is a smoke-free environment.

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Employees of the District Court, Northern District of Illinois are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations. Applicants must be U.S. citizens or eligible to work in the United States. Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.